

NOTICE OF EXAMINATION

The Civil Service Commission of the City of Bridgeport will hold a competitive promotional examination for **Fire Marshal**. The date and location of the exam to be announced to the applicants for examination at a later date.

Salary Range: \$86,963 - \$90,802 - \$95,251

Applications: Each candidate must complete and submit an application for examination on a form supplied by the Commission. Application forms, to be accepted, must be delivered personally or bear a postmark not later than **October 27, 2010**.

Duties: This is a high level managerial position in the Bridgeport Fire Department which requires the incumbent to organize, supervise and direct all activities and staff of the Fire Marshal Division under general direction from the Fire Chief. The Fire Marshal has the authority to assign employees to perform work including, but not limited to inspections, plan reviews, tank removals, tank installations, permits as well as any and all work that pertains to the Fire Marshal Division, also including training.

Requirements: This examination is open to members of the Bridgeport Fire Service who have at least 3 years of experience at the rank of a permanent Fire Inspector with the City of the Bridgeport prior to **June 1, 2005***. The qualified members will meet the following requirements: Knowledge of fire prevention theory, principles, practices and trends; Knowledge of applicable codes, laws, rules and regulations and their enforcement; Knowledge of management principles and supervisory techniques; Must have working knowledge of the reasons and intent of fire code requirements as well as a working knowledge of building construction and fire protection systems and must be able to explain these matters to persons of varying education and varying knowledge of these matters; Must be able to foster a positive customer service work environment and be receptive to appropriate customer concerns about the services provided by the Fire Marshal's Division and about the manner in which they are provided; Must have excellent reasoning and critical thinking skills with an ability to generate appropriate solutions; Must be able to communicate fluently both orally and in writing in the English language; Must have excellent written communication skills and the ability to write clear and concise memos, reports and other documentation; Ability to work independently and organize many projects simultaneously and prioritize work; Must be able to establish and maintain good working relationships; Must be able to lead, supervise, correct, develop, and guide staff assigned to the Fire Marshal Division; Must be able to effectively organize and direct all resources assigned to the Fire Marshal's Division and to demonstrate that Division goals are being efficiently accomplished; Ability to work a flexible schedule as needed to allow for early morning, evening or weekend appointments, training, or meetings; Must be able to analyze situations and adopt a quick, effective and reasonable course of action, especially under conditions which may at times be psychologically and emotionally stressful; Must be able to communicate effectively with people who are in physical or emotional distress, and deal with customers in a respectful, courteous manner.

Must possess or be able to obtain a valid Connecticut drivers license and must be able to drive to locations throughout the City. A good driving record is a condition of employment and it will be checked; Must have proof of citizenship or other authorization as required by law to work in the United States; As a condition of employment, must retain Fire Marshal certification if it is already possessed at the time of hire or must obtain certification after employed and retain certification subsequently;

Work is performed in a variety of settings and conditions, both office and outside work, in all kinds of weather conditions. Investigations may be performed in hazardous conditions such as structurally unsafe buildings, toxic or noxious atmospheres and high stress situations. Hand eye coordination and fine manipulation skills are necessary to operate computers and other office machinery. Must be able to climb stairs, ladders and walk on scaffolding. Must be able to crouch, kneel/squat, crawl, reach and bend at the waist. The Fire Marshal must have good vision, as well as good listening and hearing skills. Occasionally, lifting of up to 50 pounds may be necessary.

Subjects of Examination: The Assessment Center will consist of exercises that simulate some of the work that a Fire Marshal in the Bridgeport Fire Department is required to do. The assessment center as a whole will be the subject of examination. The score from the assessment center as a whole will be weighted at .95. Internal elements of the assessment center will not be subject to passing scores individually, nor will weights be applied to the internal elements of the assessment center. The assessment center will have the following parts, an in-basket exercise, a program development exercise, an employee meeting exercise and a citizen interview exercise. The passing grade will be based on the Assessment Center score as a whole.

The City Charter requires that efficiency and seniority be considered in examinations. Seniority points will be computed and will be weighted at .05 and will be added to the scores of those candidates who obtain a passing score or higher on the Assessment Center.

An efficiency rating shall be done for each candidate who passes the exam and only those with passing efficiency ratings will be placed on the employment list.

The passing grade will be 75% of the highest passing score on the assessment center. Candidates who are appointed from the employment list that results from this examination must either already possess certification from the Connecticut State Fire Marshal and the Codes and Standards Committee as may be necessary to serve as a Fire Marshal or must enroll in the next certification class and successfully complete the class and receive certification as a Fire Marshal by the State of Connecticut. If a candidate who does not have the required certification at the time of appointment does not receive certification as a Fire Marshal in the certification class he or she will be terminated from his or her position as Fire Marshal. For those candidates who do not possess the above stated certification at the time of appointment said candidates' probationary period pursuant to City Charter Chapter 17 Section 213 will be extended for a period of six (6) months from the date he/she obtains the required certification.

Examination Review Procedures: Each candidate will have the opportunity to review his or her examination papers during the one month period after the date of announced results. The papers will be open to inspection during the period of 9:00 a.m. to 1:00 p.m., Monday through Friday, excluding holidays. Every inspection period will be monitored by staff of the Civil Service Office and no candidate will be allowed to copy examination questions or take any written material from the review room. The time allowed for review will be equal to the time allowed for taking the test. No candidates will be allowed more than two visits to review their papers.

*Walker v. Jankura: Opening of first Fire Marshal position in 1993.

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